

Approved Minutes of the Maricopa HOME Consortium Public Meeting
April 19, 2018
9:30 a.m.

Consortium Members Present:

Matt Hess, City of Avondale
Melanie Dykstra, Town of Gilbert
Charyn Palmisano, City of Glendale (Telephonically)
Jaime Gonzalez, City of Peoria
Diane Ethington, City of Scottsdale
LeVon Lamy, City of Tempe
Rachel Milne, Chair, Maricopa County

Others Present:

Renee Ayers-Benavidez, City of Glendale (Telephonically)
Richard Thomason, HUD
Kinari Patel, MAG
Kathy Nugent, City of Tempe
Sima Gharagozly, Maricopa County
Lina Alam, Maricopa County
Carissa Cyr, Maricopa County
Regina Marette, Maricopa County
Zelia Miranda, Maricopa County

1. Call to Order

At 9:35 a.m., Rachel Milne, the Chair, called to order the April 18, 2018 Maricopa HOME Consortium Public Meeting, held in the Roosevelt Room, at 234 North Central Ave., 3rd Floor, Phoenix, Arizona 85004.

2. Roll Call

Regina Marette called the roll and a quorum was established.

3. Introductions

Members in the room and on the conference call introduced themselves and provided their titles.

4. Approval of Minutes (2/15/18)

Rachel Milne called for a motion to approve the minutes of the February 15, 2018 monthly HOME Consortium Public Meeting. Matt Hess motioned to approve. The motion was seconded by Melanie Dykstra and passed unanimously.

5. HUD updates

Richard began by announcing that the new CPD Region IX Director is Kimberly Nash. She previously was the Head of the Office of General Council for Region IX and therefore is familiar with the programs. CPD and Region IX are currently experiencing staff turnover and are reorganizing workloads within the department.

Richard stated the budget status is unknown at this time, but meetings with Ben Carson regarding the 2019-2020 appropriations are currently being held. The 2018-19 funds most likely are in the hands of Policy Development and Research (PD & R)-which determines the breakdown of the allocations. He confirmed Annual Action Plans are due within 60 days from the date the allocations are received.

In regard to NSP, Richard communicated that there are no rules or regulations on how to spend program income or on the close out process. However the new administration is mandating

money be spent and moved in order to close out the lines of credit. The goal is to draw down the line of credit and have 30% of all NSP grants closed annually. This close out can be done by moving program income to local accounts for CDBG and drawing entitlement funds first, without penalty. Once the line of credit is closed, annual requests to HUD to transfer program income to CDBG will still be required and will not be automatic. Technical assistance is offered via webinar or telephone conference for close out procedures and for solutions on how to draw down.

6. Program Year Expenditure Update Report

Regina provided financial expenditure reports, as well as HOME Program Income breakdowns for 2017 and 2018 to each member present. The 2017 HOME program income includes all program income received on or before 6/30/17, as reported in the 2017-2018 Annual Action Plan. These funds should be treated as 2017 HOME funds and should be encumbered and expended on Program Year 2017 activities.

The 2018 HOME program income breakdown includes all program income received between 7/1/17-3/31/18, which will be reported in the 2018-2019 Annual Action Plan. These funds should be treated as 2018 HOME funds and should be encumbered and expended on Program Year 2018 activities. The guidance is in accordance with the HUD Grant-Based Accounting Interim Rule, which was effective 1/3/17. Any funds received from 04/01/18-03/31/19 will take the identity of 2019 HOME funds.

7. Round Table: 2018-19 Action Plan council approval dates and Action Plan/Con Plan 2017-18 amendments in IDIS

Each consortium member gave a status update as follows for their estimated Council approval dates of the 2018 Action Plan, and to confirm whether they had amended their 2017 Action Plan or 2015-2020 Consolidated Plan and would need to make updates to the eCon Planning Suite in IDIS:

| <u>CONSORTIUM</u> | <u>2018 AAP COUNCIL</u> | <u>2017 AAP or 2015-</u> |
|--------------------------|--------------------------------|---------------------------------|
| <u>MEMBER</u> | <u>APPROVAL</u> | <u>2020 CON PLAN</u> |
| | | <u>AMENDMENTS</u> |
| Avondale | April | No |
| Chandler | May | Yes |
| Gilbert | June | No |
| Glendale | June | Yes |
| Maricopa County | May | Yes |
| Peoria | May | No |
| Scottsdale | April | No |
| Surprise | April | Yes |
| Tempe | June | Yes |

8. Program Income reporting for 2018/19 Annual Plan deadline was 3/31/18.

Topics discussed by Regina are noted under the Program Year Expenditure Update Report.

9. Analysis of Impediments Follow Up

Rachel clarified that HUD has confirmed that a single Analysis of Impediments to Fair Housing Choice (AI) completed on behalf of the HOME Consortium will meet the requirements for all HOME members. The County will take lead and will hire a consultant to be paid with County administrative funds. Consortium members may complete their own AI if they choose, however,

HUD has stated that this is not required. Participation in the HOME Consortium AI will be required by each member, to include providing data and assistance with community meetings, etc.

10. Announcements

- Regina stated the quarterly performance reports were due 4/16/18. She reminded the consortium that the units reported in the Work Statements must match the units on the performance report, and they should also reflect the financial statements. Members should not count split-funded activities in multiple grant years. She also asked that the activities not be marked as complete until they are closed in IDIS.
- Regina reminded the consortium to use the Appendix A format, instead of the CEST for environmental reviews, since the County has an approved RER for 1-4 units with or without rehabilitation.
- Rachel provided an update on the 3 year Consortium IGA. The attorney has expressed concerns regarding the Auto Renewal language. The attorney has been provided with HUD approved guidance on the Auto Renewal policy. Once completed, the IGA will be presented to the consortium.
- Richard reminded the consortium that the Annual Plan must be submitted no later than 8/16/18, or funding will be forfeited.
- Rachel announced the Maricopa County Homeless Project Coordinator position has been vacated by Margaret Kilman. The recruitment ended this week. The recruitment for the CDBG Project Coordinator position will open next week.

11. Call to the Public

The public had no comment.

12. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Melanie Dykstra and seconded by LeVon Lamy. The motion passed unanimously. The meeting was adjourned at approximately 10:25 a.m. The next scheduled public meeting will be 5/17/2018.

Respectfully submitted,

Zelia Miranda

Recording Secretary